



NARA COVID-19 Response

Fact Sheet #2, version 6: Face coverings and physical distancing procedures

March 7, 2022

This fact sheet provides guidance to help protect NARA staff and reduce the spread of the 2019 novel coronavirus disease (COVID-19) in the workplace. This version has been updated to require face coverings for facility occupants only in High community levels, and to encourage – rather than require – staff to wipe down common equipment before and after use. This version supersedes all previous versions of this guidance.

1. General.

- a. All NARA employees, contractors, and public visitors must wear a face covering at all times while in NARA facilities during periods of High community levels. The Centers for Disease Control and Prevention (CDC) provides county-level community levels weekly at <https://www.cdc.gov/coronavirus/2019-ncov/science/community-levels.html>.
- b. NARA employees, contractors, and public visitors who are not fully vaccinated must provide a new, negative COVID-19 test result in order to access NARA facilities during periods of High and Medium community levels. An individual is fully vaccinated if it has been at least two weeks since they received the second dose of a two-dose COVID-19 vaccine (Pfizer, Moderna) or two weeks since receiving a one-dose vaccine (Johnson & Johnson). For more information, please consult [NARA COVID-19 Fact Sheet #12, Vaccine documentation and COVID-19 testing program](#).
- c. NARA employees, contractors, and public visitors must maintain at least six feet of physical distancing at all times while in NARA facilities, regardless of community levels or vaccination status.
- d. NARA employees and contractors must wear a face covering at all times in NARA facilities for 10 calendar days after experiencing COVID-19 symptoms, testing positive for COVID-19, or after their last close contact with someone who has tested positive for COVID-19. This applies regardless of COVID-19 community level and regardless of the individual's vaccination status.
- e. In general, face coverings are not required outdoors on NARA grounds.

2. Face coverings.

- a. Faces coverings are required for all facility occupants in periods of High community levels. Face coverings are permitted, but not required, in Medium and Low community levels. Face coverings must be appropriate, even when worn voluntarily, and must not include offensive messages or logos.
- b. When face coverings are required, face coverings must be worn so that they completely cover the nose, mouth, and chin at all times, fit snugly with no large gaps around the sides of the face, and otherwise follow CDC recommendations for [masks](#) or [respirators](#).
- c. Appropriate face coverings fit properly and comfortably, are made of multiple layers of tightly woven, breathable fabric, and include a nose wire. Face coverings must not include exhalation valves, vents, or other openings. Novelty and non-protective masks are not permitted. Scarves, ski masks, gaiters, and balaclavas are not acceptable face coverings. When face coverings are required, face shields may be worn with, but not instead of, face coverings.
- d. Exceptions. The following exceptions apply when face coverings are mandatory:
 - i. NARA employees and contractors may temporarily remove their face coverings when alone in a closed office, alone in stack space, or when eating or drinking alone.
 - ii. Public visitors who are 2 years old or younger are not required to wear face coverings in NARA facilities or on NARA grounds.
 - iii. NARA employees, contractors, and visitors may be required to briefly lower or remove their face covering in order to verify their identity when entering a NARA facility or research room, or when getting their picture taken for a NARA-issued researcher card.

3. Physical distancing.

- a. When physical distancing, individuals must:
 - i. Maintain at least six feet of distance between themselves and others, as much as possible;
 - ii. Avoid person-to-person physical contact; and
 - iii. Avoid gatherings.

b. In High community levels, NARA will modify the physical layout of NARA facilities to support physical distancing, including through the following actions:

- i. All meetings and conferences must be held virtually, including for on-site staff. Conference rooms may remain open if needed to enhance physical distancing but must not be used for meetings or gatherings.
- ii. Most common areas will be closed or will remain open only for through traffic. Larger seating areas and outdoor space may remain open if physical distancing can be maintained. Fitness centers and gyms will be closed.
- iii. Floor markings will be added to narrow spaces and intersections to provide for a smooth flow of traffic, where practical. Facility occupants will be guided to stay to the right in hallways, aisles, stairwells, and other narrow spaces.
- iv. Designated Officials will establish occupancy limits for confined spaces and areas with restricted air circulation, including break rooms and lunch rooms. No more than two individuals are permitted in an elevator at one time. No more than two individuals are permitted in a restroom at one time.

c. Exception. Museum visitors may self-identity as groups, or “pods,” of up to six individuals who will not be required to physically distance within the pod. However, each pod must maintain six feet of physical distance from other parties or pods, as much as practicable.

Point of Contact: If you have questions or comments, please contact the Security Management Division (BX) at safety@nara.gov.



Physical Distancing Procedures

Updated March 7, 2022 for HIGH community levels

	Mandatory Procedures	Additional Protective Measures
Employees	<ul style="list-style-type: none"> • All employees, contractors, and visitors must wear appropriate face coverings (no valve or vent) over their nose and mouth at all times, except when alone in a closed office, alone in stack space, or when eating or drinking alone. • Unvaccinated persons must wear masks on NARA grounds when physical distancing is not possible. • All employees, contractors, and visitors must remain at least 6 feet apart and avoid gatherings except when absolutely necessary. 	<ul style="list-style-type: none"> • NARA will provide face coverings, gloves, disinfectant wipes, and hand sanitizer for all staff members. • Staff are strongly encouraged to wear gloves while in our facilities. Please dispose of face coverings and gloves properly after use. • Staff and visitors may use their own face coverings, provided they do not have offensive words, images, or logos.
Physical Environment	<ul style="list-style-type: none"> • Staff are encouraged to wipe down door handles, copiers, ladders, streamliners, and other common equipment before and after each usage with disinfectant wipes. • Stay to the right in hallways, aisles, stairwells, and other narrow spaces. Maintain 6-foot distancing if possible. • All meetings and conferences must be held virtually, including for on-site staff. • No more than two individuals are permitted in an elevator at one time. • No more than two individuals are permitted in a restroom at one time. If a restroom is occupied, please wait outside. Please be respectful of others who are waiting. 	<ul style="list-style-type: none"> • Floor markings may be added to narrow spaces and intersections to provide for a smooth flow of traffic. • Conference rooms may remain open if needed to enhance physical distancing but must not be used for meetings or gatherings. • Most common areas will be closed or will remain open only for through traffic. Larger seating areas and outdoor space may remain open if social distancing can be maintained. Fitness centers and gyms are closed until further notice.
If you feel ill...	<ul style="list-style-type: none"> • Do not come to work if you feel sick. • If you experience COVID-19 symptoms or any other illness while at work, seek medical care immediately. 	<ul style="list-style-type: none"> • If a staff member becomes ill, NARA will close and clean any areas where the person worked in the past 3 days. Any boxes they handled will be closed / unavailable to staff for 3 days.



Agency
Services

Physical Distancing Procedures for Shelving New Transfers

Updated March 7, 2022 for HIGH community levels

	Mandatory Procedures	Additional Protective Measures
Employees	<ul style="list-style-type: none">● All employees must wear appropriate face coverings (no valve/vent) over their nose and mouth at all times except when alone in a closed office, alone in stack space, or when eating or drinking alone.● All employees must maintain 6 feet or more of physical distancing while pulling, staging, or loading records.● All staff members should regularly wash their hands with soap and water, particularly after breaks and before resuming crew work.	<ul style="list-style-type: none">● As much as possible, transfers will be scheduled in groups of 25 or fewer boxes and assigned to individuals, to reduce the number of staff members in the stacks.● Staff members will be granted additional cleanup time at the beginning and end of their rotations to allow for time spent washing hands, changing PPE, and wiping down material handling equipment.● Staff members are strongly encouraged to wear gloves while in our facilities. NARA will provide face coverings and gloves for staff use. Please dispose of them properly after use.
Physical Environment	<ul style="list-style-type: none">● Staff are encouraged to wipe down door handles, ladders, streamliners, forklifts, and other material handling equipment before and after each usage with disinfectant wipes.● Drivers delivering transfers will open trailer rear doors prior to entering loading docks and must remain in their cabs when not presenting or signing paperwork.● Delivery paperwork will be staged and courier badges verified in a manner that maintains physical distancing.	<ul style="list-style-type: none">● Work that can be completed remotely, such as shelf position assignments, Put-Away-Reports, and labels will be prepared remotely and printed on-site.● Floor markings will be added to narrow spaces and intersections in stack areas to provide for a smooth flow of traffic. Some areas may be designated as “one way”.● Where available, use track or Nest-A-Flex for shelving records on lower shelves to help maintain physical distancing.
If you feel ill...	<ul style="list-style-type: none">● Do not come to work if you feel sick.● If you experience COVID-19 symptoms or any other illness while at work, seek medical care immediately.	<ul style="list-style-type: none">● If a staff member becomes ill, NARA will close and clean all stacks where the person worked in the past 3 days and any boxes they handled will be closed/unavailable to staff for 3 days.

Physical Distancing Procedures for Disposition

Updated March 7, 2022 for HIGH community levels

	Mandatory Procedures	Additional Protective Measures
Employees	<ul style="list-style-type: none"> ● All employees must wear appropriate face coverings (no valve/vent) over their nose and mouth at all times except when alone in a closed office, alone in stack space, or when eating or drinking alone. ● All employees must maintain 6 feet or more of physical distancing while pulling, staging, or loading records. ● All staff members should regularly wash their hands with soap and water, particularly after breaks and before resuming crew work, and even if they wear gloves. 	<ul style="list-style-type: none"> ● As much as possible, disposals will be scheduled in groups of 25 or fewer boxes and assigned to individuals, to reduce the number of staff members in the stacks. ● Staff members will be granted additional cleanup time at the beginning and end of their rotations to allow for time spent washing hands, changing PPE, and wiping down material handling equipment. ● Staff members are strongly encouraged to wear gloves while in our facilities. NARA will provide face coverings and gloves for staff use. Please dispose of them properly after use.
Physical Environment	<ul style="list-style-type: none"> ● Staff are encouraged to wipe down door handles, ladders, streamliners, forklifts, and other material handling equipment before and after each usage with disinfectant wipes. ● Drivers picking up dispositions will open trailer rear doors prior to entering loading docks and must remain in their cabs when not presenting or signing paperwork. ● Delivery paperwork will be staged and courier badges verified in a manner that maintains physical distancing. 	<ul style="list-style-type: none"> ● Work that can be completed remotely, such as disposition Pull Reports, will be prepared by teleworkers and printed on-site. ● Floor markings will be added to narrow spaces and intersections in stack areas to provide for a smooth flow of traffic. Some areas may be designated as “one way.” ● Where available, use track or Nest-A-Flex when disposing of records to help maintain physical distancing.
If you feel ill...	<ul style="list-style-type: none"> ● Do not come to work if you feel sick. ● If you experience COVID-19 symptoms or any other illness while at work, seek medical care immediately. 	<ul style="list-style-type: none"> ● If a staff member becomes ill, NARA will close and clean all stacks where the person worked in the past 3 days and any boxes she or he handled will be closed/unavailable to staff for 3 days.

Physical Distancing Procedures for Records Move Activities

Updated March 7, 2022 for HIGH community levels

	Mandatory Procedures	Additional Protective Measures
Employees	<ul style="list-style-type: none"> ● All employees must wear appropriate face coverings (no valve/vent) over their nose and mouth at all times except when alone in a closed office, alone in stack space, or when eating or drinking alone. ● All employees must maintain 6 feet or more of physical distancing while pulling, staging, or loading records. ● All staff members should regularly wash their hands with soap and water, particularly after breaks and before resuming crew work, and even if they wear gloves. 	<ul style="list-style-type: none"> ● Records moves must have an approved project plan. Movements will be scheduled in groups of 40 or fewer LGA boxes and assigned to individuals, to reduce the number of staff in the stacks. ● Staff members will be granted additional cleanup time at the beginning and end of their rotations to allow for time spent washing hands, changing PPE, and wiping down material handling equipment. ● Staff members are strongly encouraged to wear gloves while in our facilities. NARA will provide face coverings and gloves for staff use. Please dispose of them properly after use.
Physical Environment	<ul style="list-style-type: none"> ● Staff are encouraged to wipe down door handles, ladders, streamliners, forklifts, and other material handling equipment before and after each usage with disinfectant wipes. ● Drivers picking up records will open trailer rear doors prior to entering loading docks and must remain in their cabs when not presenting or signing paperwork. ● Delivery paperwork will be staged and courier badges verified in a manner that maintains physical distancing. 	<ul style="list-style-type: none"> ● Work that can be completed remotely, such as HMS exports, will be prepared by teleworkers and printed on-site. ● Work will be assigned to minimize number of staff physically working together, and pallets and other shipping materials will be prepared and situated in advance where possible.
If you feel ill...	<ul style="list-style-type: none"> ● Do not come to work if you feel sick. ● If you experience COVID-19 symptoms or any other illness while at work, seek medical care immediately. 	<ul style="list-style-type: none"> ● If a staff member becomes ill, NARA will close and clean all stacks where the person worked in the past 3 days and any boxes she or he handled will be closed/unavailable to staff for 3 days.